

## CERTIFICATION OF TEST PROCTOR

Kansas Administrative Regulation 86-1-10(f)(2)(A) requires that a student who takes a correspondence or home study program course must pass a proctored closed-book examination. The proctor must complete and provide to the school a certification form approved by the commission for each examination administered by the proctor.

**Instructions to School.** When a student completes the course work, fill out the blanks in this section and provide the form to the proctor with the examination.

Name of School: \_\_\_\_\_ School Code: \_\_\_\_\_

Name of Course: \_\_\_\_\_ Course #: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_ License #: \_\_\_\_\_

**Instructions to Proctor.** After an examination is administered, complete and return this certification and examination to the school in a sealed exam packet.

I certify that:

1. I am a disinterested third party in the administration of this examination. I am not related by blood, marriage or any other relationship to the licensee which would influence me from properly administering the examination. I am not a real estate licensee nor am I affiliated with a real estate brokerage.
2. The licensee showed me positive photo identification prior to completing the examination.
3. The enclosed examination was administered under my supervision on \_\_\_\_\_. The licensee received no assistance and had no access to books, notes or reference material.
4. I have not permitted the examination to be compromised, copied, or recorded in any way or by any method.

Name and Address of Proctor (please print):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Proctor

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

Subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My appointment expires \_\_\_\_\_.